

General Accounting Office (GAO)

As a manager of the 98th ASG, I will adhere to Public Law 97-225 and to the below General Accounting Office (GAO) standards. These standards represent the minimum requirement that must be met by managers. Management controls must be measured against the below standards.

Control Environment: Management and employees should establish and maintain an environment throughout the organization that sets a positive and supportive attitude toward internal control and conscientious management.

Risk Assessment: Internal control should assess the risks the agency faces from both external and internal sources. Management should identify and analysis relevant risks associated with achieving the objectives, such as those defined in strategic and annual performance plans. Management should be continually prepared for risks associated with any new changes in organizational structure, regulatory or operating conditions.

Control Activities: Internal control activities help ensure that management's directives are carried out. The control activities should be effective and efficient in accomplishing the agency's control objectives. Are the policies, procedures, techniques, and mechanisms that every organization must adhere to in order to justify resources paid by the tax-payer. Further control activities include approvals, authorizations, verifications, reconciliations, performance reviews, maintenance of security, and documentation of such actions.

Examples of Control Activities:

- Top level reviews of actual performance
- Reviews by management at the functional or activity level
- Management of human capital
- Controls over information processing
- Physical control over vulnerable assets
- Establishment and review of performance measures and indicators
- Segregation of duties
- Proper execution of transactions and events
- Accurate and timely recording of transactions and events
- Access restrictions to and accountability for resources and records
- Appropriate documentation of transactions and internal control

Information and Communications: Information should be recorded and communicated to management and others with the entity who need it and in a form and within a time frame that enables them to carry out their internal control and other responsibilities.

Monitoring: Internal Control monitoring should assess the quality of performance over time and ensure that the findings of audits and other reviews are promptly resolved.